

Quotation Request //

US Government Publishing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:424-271 S

Quotations are Due By:

(Eastern Time)10:00 AM on 02/28/2023

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>

Contractor must provide mandatory W-9 form before GPO makes payment.

Bidders must enter quote price for each jacket. Award will be made based on the lowest total bid for all jackets.

Jacket	Requisition #	BAC	Copies	Title
424-271	3-02181	9111-27	3,500	CERT BT PM, Traditional Chinese
424-272	3-02182	9111-27	3,500	CERT Train the Trainer PM Simplified Chinese
424-273	3-02183	9111-27	2,000	CERT Program Manager IG Simplified Chinese
424-274	3-02184	9111-27	2,000	CERT Program Manager IG Spanish

TITLE: CERT BT PM, Traditional Chinese

QUANTITY: 3500 Looseleaf Books of Jacket 424-271, 3,500 of Jacket 424-272, 2,000 of Jacket 424-273 and 2,000 of Jacket 424-274.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote

(<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC on 202-512-0743.

TRIM SIZE: 8-1/2 x 11"

PAGES: Jacket 424-271 - 268 pages with separate 2 piece covers.

Jacket 424-272 - 278 pages with separate 2 piece covers.

Jacket 424-273 - 292 pages with separate 2 piece covers.

Jacket 424-274 - 308 pages with separate 2 piece covers.

SCHEDULE:

Furnished Material will be available for pickup by 03/02/2023

Deliver complete (to arrive at destination) by 03/24/2023

F.O.B. destination

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

All the requirements of these specifications apply equally to all jackets unless otherwise indicated.

DIGITAL PRINTING NOT ACCEPTABLE.

Jacket 424-271: Prints (circle folios 1 thru 268) print with type/rule matter, screen tints, illustrations, and images in Black ink only; Front cover and approx. 21 pages scattered throughout with full bleed.

Jacket 424-272: Prints (circle folios 1 thru 278) print with type/rule matter, screen tints, illustrations, and

images in Black ink only; Front cover and approx. 39 pages scattered throughout with full bleed.

Jacket 424-273: Prints (circle folios 1 thru 292) print with type/rule matter, screen tints, illustrations, and images in Black ink only; Front cover and approx. 21 pages scattered throughout with full bleed.

Jacket 424-274: Prints (circle folios 1 thru 308) print with type/rule matter, screen tints, illustrations, and images in Black ink only; Front cover and approx. 21 pages scattered throughout with full bleed.

MATERIAL FURNISHED: Via email after award

Purchase order.

Four (4) PDF files. Contractor to convert from 4-color process to Black.

Pallet instruction sheet. (See attached).

GPO Form 892c (R. 12/17) Proofs.

GPO Form 917 (Certificate of Selection).

GPO Form 2678 (departmental random copies-blue label).

Contractor to download the "Labeling and Marking Specifications form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order

JCP Code* L20, Vellum-Finish Cover; White, Basis Size 20 X 26" Basis Weight 80 lbs.

JCP Code* A60, Uncoated Text, White Basis Size 25 X 38" Basis Weight 60 lbs.

COLOR OF INK:

Black

PRINT PAGE: Head to Head

MARGINS: Adequate Gripper.

See description.

PROOFS:

One set of each jacket digital color content proofs for entire pamphlet. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, drilled and folded to the finished size of the product.

Send proofs together with the furnished media (copy, electronic files), and paper samples directly to: USFA,

Attn: Betty Nen, 812 Wade Ave., Rockville, MD 20851, (202-716-0527). Contractor must call GPO Contract Compliance Section at 202-512-0520, or e-mail information to compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department. Proofs will be withheld not more than Two (3) workdays from receipt in the department to when they are made available for pickup at the department. **CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT".**

NOTE: Must punch or indicate hole punch position.

•
BINDING:

Drill three 1/4" diameter holes.

Center of all holes to be 3/8" from edge.

PACKING:

Shrink Film Pack in units of Each Book, with a heavy cardboard backing for support of each package. Pack separately and suitably per carton. Pack suitable per shipping container.

Each box not to exceed 45lbs. Carton specifications must meet the following strength guidelines: At least 200lbs bursting strength . At least 32 edge crush test. Pallets not to exceed 42 inches tall.

NOTE: MARK ALL CARTONS ACCORDINGLY WITH THE FOLLOWING INFORMATION:

JOB TITLE: CERT BT PM, Traditional Chinese

REQUISITION: 3-02181

JACKET NO.: 424-271

QUANTITY: _____

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

JOB TITLE: CERT Train the Trainer PM Simplified Chines

REQUISITION: 3-02182

JACKET NO.: 424-272

QUANTITY: _____

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

JOB TITLE: CERT Program Manager IG Simplified Chinese

REQUISITION: 3-02183

JACKET NO.: 424-273

QUANTITY: _____

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

JOB TITLE: CERT Program Manager IG Spanish

REQUISITION: 3-02184

JACKET NO.: 424-274

QUANTITY: _____

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

•
DISTRIBUTION:

Distribution Notice: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to: thomas.grant@fema.dhs.gov and cduncan@gpo.gov. The subject line of this message shall be Distribution Notice for Jacket 424-271, 424-272, 424-273 and 424-274 Req. No. 3-02181, 3-02182, 3-02183 and 3-02184. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor ,must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

PROVIDE AGENCY WITH TRACKING NUMBERS ON ALL MAILINGS.

Jacket 424-271: Deliver 3,500 copies (including 80 Departmental Random Blue Label sets) via traceable means to: PUEBLO DISTRIBUTION FACILITY, 31451 UNITED AVENUE, PUEBLO, CO 81001, ATTN: WAREHOUSE SUPERVISOR, Prior to delivery contact distribution center 719-295-2675. HOURS: 6:30 AM - 2:30 PM, MON-FRI.

Jacket 424-272: Deliver 3,500 copies (including 80 Departmental Random Blue Label sets) via traceable means to: PUEBLO DISTRIBUTION FACILITY, 31451 UNITED AVENUE, PUEBLO, CO 81001, ATTN: WAREHOUSE SUPERVISOR, Prior to delivery contact distribution center 719-295-2675. HOURS: 6:30 AM - 2:30 PM, MON-FRI

Jacket 424-273: Deliver 2,000 copies (including 50 Departmental Random Blue Label sets) via traceable means to: PUEBLO DISTRIBUTION FACILITY, 31451 UNITED AVENUE, PUEBLO, CO 81001, ATTN: WAREHOUSE SUPERVISOR, Prior to delivery contact distribution center 719-295-2675. HOURS: 6:30 AM - 2:30 PM, MON-FRI

Jacket 424-274: Deliver 2,000 copies (including 50 Departmental Random Blue Label sets) via traceable means to: PUEBLO DISTRIBUTION FACILITY, 31451 UNITED AVENUE, PUEBLO, CO 81001, ATTN: WAREHOUSE SUPERVISOR, Prior to delivery contact distribution center 719-295-2675. HOURS: 6:30 AM - 2:30 PM, MON-FRI

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

All expenses incidental to returning materials, submitting proofs, and furnishing samples must be borne by the contractor.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	OK'd proof/Furnished Electronic File

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

Attachment(s): Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

Download Attachment(s): <http://contractorconnection.gpo.gov/download.aspx?Jacket=424271>